

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Fire Rescue Captain</b>	<b>Date:</b> February 15, 2005
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<b>Position Grade:</b> 37	<b>FLSA Status:</b> Non-exempt	<b>Job Code:</b> 9-
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### GENERAL DESCRIPTION

(The information of this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Professional and responsible administrative and operational work in supervising a station or program area within the Fire Rescue Department. Protects life and property, in compliance with County policies and procedures, by controlling and extinguishing fires, performing emergency medical techniques and patient care procedures, responds to disasters and other emergencies, and ensures maintenance of department equipment, apparatus and stations. Participates in fire prevention activities and training to improve public awareness of fire safety. Drives and/or operates emergency response apparatus. On call 24 hours pending disasters. Work is performed under the general supervision of a chief officer.

### KEY RESPONSIBILITIES

1. \*Functions as fire rescue station commander at an assigned fire station. During assigned 24-hour shift, supervises a shift of firefighters on that shift. Responsible for the direction of all activities associated with the assigned station for all three shifts, including fiscal control, physical plant management, apparatus repair and maintenance, and work programs and projects associated with that station's district.
2. \*Supervises daily operations of personnel, quarters, apparatus and equipment. Assures all vehicles and personnel are in compliance with State of Florida guidelines and any discrepancy is immediately reported and corrective actions are implemented.
3. \*Responds to emergency calls and fire alarms. May perform all key responsibilities of a firefighter and will direct career employees and volunteer members during emergencies to relieve or remove the emergency state. May be assigned to the position of acting battalion chief to fill-in for leave or vacancies.
4. \*Administers emergency medical techniques (Basic or Advanced Life Support) as defined and authorized by the EMS Medical Director and/or on-line physician control and in accordance with Florida law. Contains, suppresses and extinguishes fires; rescues potential victims and protects property. May act as the Incident Commander or subordinate ICS branch, group, division or similar commander.
5. \*In conjunction with the volunteer chief, assists with the recruitment and training of volunteer members and the procurement of equipment and supplies to support the volunteer membership.
6. \*Evaluates employee performance, including members of the captain's shift as well as subordinate officers assigned to the same station or work location. Assures that employees meet required standards pursuant to Administrative Instruction 5403, Standing Orders and Medical Treatment Protocols, Standard Operating Procedures, General Orders and other official documents that effect operations. Keeps abreast of, complies with, and ensures subordinate compliance with County policies, department rules and regulations. Assures that employees meet required standards of dress, appearance, and conduct.
7. \*Coordinates and conducts training activities for career and volunteer members. Works with other interested groups to formulate new and necessary courses. Attends training, company drills, and administrative sessions as required.
8. \*Maintains accurate and complete records as well as provides ongoing status reports of all functions and projects as assigned, including, but not limited to, narcotic control records, monthly station and unit

	reports, quality assurance, documented review of protocols, procedures, run reports, and new equipment. Serves on assigned committees. Reviews and recommends data criteria to ensure accurate quality measurements of the service.
9.	*Inspects, cleans and maintains assigned personal protective gear, assigned apparatus and equipment, medications, and office to ensure operational readiness. Supervises this function of subordinates assigned to shift/station.
10.	*Participates in educational and public information programs of the Fire Rescue Department. Is the primary community liaison in that station's response district. In coordination with the Fire Marshal's Office, is responsible for the assigned station's inspection program and follow-up code enforcement issues.
11.	*Works shifts and call back (and/or overtime) to meet department needs.
12.	When assigned as Logistics or Support Services Manager, is responsible for all aspects of supply of equipment for stations and coordination of maintenance on the apparatus fleet and fire stations.
13.	When assigned as Special Projects Officer, manages various special projects and assignments as directed by the County Fire Chief.
14.	When assigned as an assistant fire marshal, performs fire code enforcement, public education, building and site plan review and other duties under the direction of the fire marshal or deputy fire marshal.
15.	When assigned as training captain, may be assigned special projects by the training chief, evaluates performance of EMS providers and implements quality improvement measures, assists with instruction of fire suppression, emergency medical services and special operations courses.
16.	*Performs other similar and related duties as required.
*Indicates an "essential" job function	

Position Title: Fire Rescue Captain Job Code:

Position Grade:

### KEY JOB REQUIREMENTS

<b>Education:</b>	<i>High School Diploma. Must have the following: State of Florida Firefighter Minimum Standards and Fire Officer I and Fire Inspector I Certification pursuant to Florida Statutes, Chapter 633, or comply with same within one year of date of hire. Florida certified Emergency Medical Technician. Current CPR certification required.</i>
<b>Experience:</b>	<i>Three to five years' prior related work experience required as a firefighter, two of which have been at rank of Lieutenant or first-line supervisor. A minimum of two years' experience as a paramedic working on a prehospital advanced life support unit is preferred. Current Florida certification as a paramedic is preferable. Trained, experienced and otherwise qualified to drive emergency response apparatus, maintains the appropriate class of driver's license and completion of an approved EVOC course in accordance with Florida Statutes.</i>
<b>Impact of Actions:</b>	<i>Makes recommendations or decisions which usually affect the assigned station or section, but may at times affect operations, services, individuals, or activities of others outside of the assigned station/section.</i>
<b>Complexity:</b>	<i>Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking is required. Problem solving involves identification and analysis of diverse issues.</i>
<b>Decision Making:</b>	<i>Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.</i>
<b>Communication With Others:</b>	<i>Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matter requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.</i>
<b>Managerial Skills:</b>	<i>Responsible for interpretation of division policies and their impact on the local station situation. Fields complaints from citizens in the local district, performs subordinate officers' and assigned shift members' performance appraisals, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.</i>
<b>Working Conditions/ Physical Effort:</b>	<i>Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.</i>
<b>Other:</b>	<i>Must be a non-user of tobacco products for at least one (1) year immediately preceding application, and sign a sworn statement attesting to this fact as required by Florida Statutes. As a condition of employment, agrees to never begin the use of tobacco products while employed by Monroe County Fire Rescue.</i>

### APPROVALS

*Department Head:*

Name: Clark O. Martin, Jr. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: Thomas J. Willi Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: Thomas J. Willi Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_